

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 South Beretania Street, 11th Floor - Honolulu, Hawaii 96813-2437
An Equal Opportunity Employer

Announcement Date: June 13, 2004

09460-09342-09315-09480:072285-031083:01

CAFETERIA HELPER
SCHOOL CUSTODIAN II
JANITOR II

\$2,047 per month (BC-02)

FOOD SERVICES DRIVER

\$2,107 per month (BC-03)

Recruitment is being conducted to fill civil service vacancies in the public school system for Cafeteria Helper, Food Services Driver, and School Custodian II on all islands and Janitor II positions in the Central, Leeward and Windward, Oahu and Island of Hawaii School Districts.

JOB DUTIES

Cafeteria Helper: Perform routine manual work in a school cafeteria for the preparation and serving of school meals and snacks; clean kitchen appliances, utensils and serving counters; oversee the work of student helpers and monitors; and perform other related duties as assigned.

School Custodian II: Perform routine manual work in cleaning and maintaining school buildings and the surrounding campus area; perform heavy lifting and other strenuous tasks and simple building maintenance and repair work; and perform other related duties as assigned.

Janitor II: Work involves cleaning and maintaining State buildings, including heavy lifting and simple building maintenance work.

Food Services Driver: Drive food van to deliver food, equipment, and supplies; help prepare food for meals; clean kitchen equipment and utensils; and perform other related duties as assigned.

JOB REQUIREMENTS

All Positions: Applicants must be physically able to perform the essential duties of the position efficiently and effectively.

Food Services Driver: Must be in good health and able to lift and carry loads up to 44 pounds. A valid driver's license is required.

TRAINING and EXPERIENCE None Required

CITIZENSHIP and RESIDENCE REQUIREMENTS

Applicants must be citizens, permanent resident aliens or nationals of the United States and current or former legal residents of Hawaii. Non-citizens who are eligible under Federal law for unrestricted employment, may apply. If there is a question regarding your residency status, complete the Hawaii State Residence Questionnaire form HRD 319.

HOW TO APPLY

ALL PERSONS WHO APPLIED PRIOR TO TUESDAY, JUNE 15, 2004 MUST REAPPLY.
NO TELEPHONE CALLS PLEASE!

APPLY IN PERSON, beginning Tuesday, June 15, 2004, between the hours of 7:45 a.m. to 4:30 p.m. (unless otherwise specified), at any of the following Department of Education locations:

Island of OAHU

Honolulu District

June 16 to June 30, 2004

Honolulu Personnel Regional Office

4967 Kilauea Avenue, Honolulu

9:00 a.m. to 3:00 p.m.

Central District

June 15 to July 30, 2004

Central Personnel Regional Office

Mililani Technology Park – 300 Kahelu Avenue, Mililani

Leilehua Building – Suite 50A

8:00 a.m. to 12:00 noon

Leeward District

June 16 to July 16, 2004

Leeward Personnel Regional Office

601 Kamokila Boulevard, Room 418, Kapolei

8:00 a.m. to 4:00 p.m.

Windward District

June 15 to June 30, 2004

Windward Personnel Regional Office

46-169 Kamehameha Highway, 2nd Floor, Kaneohe

8:00 a.m. to 4:00 p.m.

Island of KAUAI

June 15 to September 30, 2004

Kauai Personnel Regional Office

State Building, Room 301, Lihue

10:00 a.m. to 12:00 noon & 1:00 p.m. to 3:00 p.m.

OR Any Public School Office on Kauai

Island of HAWAII

June 15 to October 29, 2004

Hawaii Personnel Regional Office

State Building – 75 Aupuni Street, Room 203, Hilo

OR Any Public School Office outside of Hilo

(Effective 6/21/04, all applications must be submitted directly to the Hawaii Personnel Regional Office)

Island of MAUI

June 15 to November 30, 2004

Maui Personnel Regional Office

State Building, Wailuku

OR Any Public School Office on Maui

Island of LANAI

June 15 to November 30, 2004

Lanai High / Elementary School, Lanai City

Island of MOLOKAI

June 15 to November 30, 2004

Molokai Liaison Office, Kaunakakai